How To Submit Initial Request for Services Form (Getting registered with SDS)

Office of Accessibility and Disability Services

Making This Slide Deck Work for You

This slide deck is already designed with accessibility in mind. However, you can personalize it to better fit your needs using the options below

Prefer Text-to-Speech? Download this deck and use a reader that works for you!

- Download as PowerPoint (.PPTX): Use Read Aloud or Immersive Reader in Microsoft PPT

- Download as PDF: Use Adobe Reader Read Out Loud or screen reader software

- Download Instructions for the Deck

Making This Slide Deck Work for You (Cont'd.)

Browser-Based Tools: These tools work directly in Chrome or Edge.

- [Natural Reader (Chrome Extension)](#)

- [Read Aloud: A Text-to-Speech Voice Reader](#)

- [Speech Central](#)

- [Microsoft Edge Read Aloud](#)

Making This Slide Deck Work for You (Cont'd.)

Visual Support Tools:

- [Helperbird](#) – font adjustments, spacing, dyslexia mode, color contrast

- [Dark Reader](#) – dark mode

- [OpenDyslexic Font for Chrome](#) – dyslexia-friendly font

- Use browser zoom, high contrast mode, or full-screen view as needed ([Google Chrome Accessibility Tips](#), [Microsoft Edge Accessibility Tips](#), [Safari Accessibility Tips (macOS/iOS)](#))

- If you're looking for more options, feel free to explore our **Assistive Technology (AT) list** on our website. It includes a wide range of tools for organization, speech-to-text, managing distractions, and more.[View the full list here](#).

Overview

Click on the "**Student Accommodate Login**" button on the left side of the <u>SDS homepage</u>. This will log you into the Accommodate system.

1. Once logged in, click on the "**Accommodations**" tab.

2. Then complete the Initial Request for Services form.

You can access the form directly using this link:
👉<u>https://umbc-accommodate.symplicity.com/public_accommodation/</u>

Step 1

Go to the Registering with SDS page of the website and click on the blue link to the SDS Registration Online Form/ Use the direct link provided in the previous slide.

Registering with SDS

Students who wish to use disability-based access accommodations in classes or housing at UMBC must be **registered** with the Office of Student Disability Services (SDS). Students are encouraged to begin the SDS registration process early after admission to UMBC, before their placement testing date.

1. To begin your SDS **registration** process and to request disability-based accommodations, go to the Student Disability Services Registration Form online and complete all the required sections. Eligibility for disability services must be established before accommodations can be provided and implemented, i.e., showing that under the ADA, you are "a person with a disability who has a physical or mental impairment that substantially limits one or more major life activities."

You can upload a copy of your documentation of disability/diagnosis from an appropriately qualified provider at the bottom of the online request form. Alternatively, to submit documentation in another way, please see number 2 below.

Step 2

Please complete the form by entering your student information and specific accommodation details. Fields marked with an asterisk (*) are required, so be sure to fill them out when you see them.

Student Disability Services Registration Form

* indicates a required field

Student Disability Services Registration Form

Instructions: Please enter the required information below and make sure to enter your UMBC Campus ID correctly. Please upload your disability documentation and attach to this request. If you are unable to upload the documentation, please email us at **disability@umbc.edu** to let us know how and when you will submit the required documentation.

First Name *

Middle Name

Last Name *

UMBC Campus ID *
2 letters followed by 5 numbers, e.g. ZZ11111, (as found on your myUMBC profile or your UMBC Campus Id card).

Make sure you have entered your UMBC CampusID correctly.

Step 3

Please upload your supporting documentation of your disability by clicking the "+Add item" button.

1. A window will open to allow you to select your document to upload if you have scanned your documentation
2. If you only have hard copies and cannot scan, please bring them to our office located in Math/Psych Rm. 212 and note this on your registration page

How will you provide your documentation of disability? *

I will upload my documentation today.

Upload supporting document(s) here *

Add Item

Step 3

- Once you have filled out the SDS Registration Online Form and have attached your supporting documentation, please click the "Submit" button.
- After submitting your Initial Service Request form and documentation, you must schedule an initial appointment with SDS staff.
- Please note: The documentation review process can take up to two weeks.
- For more information about the registration process:
  - Visit our website: sds.umbc.edu
  - Call us at: 410-455-2459
  - Email: disAbility@umbc.edu